



**City of Gatlinburg
Sign Permit Request**

1. Applicant: _____ Phone _____
Mailing Address _____
2. Property Owner: _____ Phone _____
Mailing Address _____
3. Lessee/Renter _____ Phone _____
Mailing Address _____
4. Architect/Signmaker _____ Phone _____
Mailing Address _____
5. Name of Business/Shop _____ Phone _____
Location _____ Is this business located in a mall? Yes or No _____
If yes, name of mall _____ Shop # _____
6. Estimated cost of sign _____ City Business License # _____
7. Please check one: New Sign _____ Sign Rework _____ Sign Relocation _____
8. Please describe request in detail: _____

9. Please provide the following information on existing and proposed signs.

Existing Signage

Sign Type

Number of existing signs _____

Check appropriate items for each sign

Dimensions & Square Feet of each Sign _____

Business	Incidental	Special Event	Site Development	Freestanding	Wall	Window	Projecting

Total Square Feet _____

Proposed Signage

Number of proposed signs _____

Check appropriate items for each sign

Dimensions & Square Feet of each sign _____

Business	Incidental	Special Event	Site Development	Freestanding	Wall	Window	Projecting

Total Square Feet _____

Applicant
Review:

Staff
Review:

- | | | |
|-------|---|-------|
| _____ | 1. Completed Application. | _____ |
| _____ | 2. Scaled drawing showing square footage of each proposed sign. | _____ |
| _____ | 3. Dimensions of each existing sign. | _____ |
| _____ | 4. Description of materials and color scheme of each proposed sign. | _____ |
| _____ | 5. Site plan/survey showing the location of each sign and distance from property line (5 ft. minimum).
Verification is required. | _____ |
| _____ | 6. Photographs showing the location of each existing and/or proposed sign. | _____ |
| _____ | 7. Sign Height (25 ft. maximum). | _____ |
| _____ | 8. Any electrical work must be inspected by the state and a copy of the inspection must be provided. | _____ |

The above information is true and correct to the best of my knowledge.

Signature of Applicant _____ Date _____